

**Lynnwood Civil Service Commission  
Meeting Minutes  
April 17, 2013**

Attending: Gary Liming  
Bill Wallace  
Doug Kimura  
Steve Jensen  
Chuck Steichen  
Tod Gates  
Paula Itaoka  
Lori Charles

Commissioner Liming called meeting to order at 5:31 p.m.

The Commission addressed the 2013 election of a Chair and Vice Chair pursuant to civil service rule 2.02. Commissioner Wallace said that he would not be available after this year because he will be residing outside Lynnwood city limits; nevertheless he would be available to serve throughout the remainder of 2013. Commissioner Liming opened nominations for the Chair and subsequently nominated Commissioner Wallace. Commissioner Wallace seconded the motion and the motion passed. Commissioner Wallace will take over as Chair at the May 2013 meeting. Commissioner Liming opened nominations for the Vice Chair. Commissioner Wallace nominated Commissioner Liming for Vice Chair. Commissioner Liming nominated Commissioner Kimura for Vice Chair. Commissioner Kimura seconded Commissioner Liming's nomination. Commissioner Wallace's nomination of Commissioner Liming for Vice Chair failed because there was no second to the motion. The Commission voted on the motion to elect Commissioner Kimura as Vice Chair and the motion carried. Commissioner Kimura will take over as Vice Chair at the May 2013 meeting.

There were no corrections to the minutes of February 6, 2013 so Commissioner Wallace moved to approve them as written, Commissioner Kimura seconded the motion and the motion carried.

There were no questions regarding the certification of an eligibility list for Entry Police Officer so Commissioner Wallace moved to certify the list, Commissioner Kimura seconded the motion and the motion carried.

The Commission received a briefing on the current Sergeant promotional process that includes 9 candidates. Chief Jensen and Lori Charles commented on the process that will result in an eligibility list for the Commission to certify at a later date.

The Commission was asked to extend the Entry Fire Fighter list set to expire June 6, 2013 relying upon civil service rule 9.09.01 for this action. General discussion occurred and Interim Fire Chief Gates pointed out that a new list would be generated in September and that this extension bridges the time between June and September. Commissioner Wallace moved to extend the list expiring June 6, 2013 to August 31, 2013. Commissioner Kimura seconded the motion and the motion carried.


The Commission received a briefing on the current Assistant Fire Chief promotional process that includes 3 candidates. Interim Fire Chief Gates commented on the process that will result in an eligibility list for the Commission to certify at the May meeting.

There being no further business, Commissioner Kimura moved to adjourn the meeting, Commissioner Liming seconded the motion and the motion carried.

The meeting was adjourned at 6:00 p.m.

Approved:

 5/2/13  
Gary Liming *Don Kimura*  
Commission Chairperson  
*Vice Chair*

  
Paula Itaoka  
Commission Secretary/Examiner